



— COMMUNITY —  
**COUNTRY DAY**  
SCHOOL

## **Phased School Reopening Health and Safety Plan Template**

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Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

# Table of Contents

<b>Health and Safety Plan</b> .....	3
Type of Reopening .....	4
Pandemic Coordinator/Team .....	5
Key Strategies, Policies, and Procedures .....	6
Cleaning, Sanitizing, Disinfecting and Ventilation .....	7
Social Distancing and Other Safety Protocols .....	10
Monitoring Student and Staff Health .....	19
Other Considerations for Students and Staff .....	24
Health and Safety Plan Professional Development .....	29
Health and Safety Plan Communications .....	31
<b>Health and Safety Plan Summary</b> .....	32
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation .....	32
Social Distancing and Other Safety Protocols .....	32
Monitoring Student and Staff Health .....	34
Other Considerations for Students and Staff .....	35
<b>Health and Safety Plan Governing Body Affirmation Statement</b> .....	37

*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: **COMMUNITY COUNTRY DAY SCHOOL**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)**

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): 8/31/2020**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
<b>James M Baldwin MSW LSW</b>	Clinician / Coordinator	Both
<b>Karen Kitza</b>	Principal	Both
<b>Shanequa Lockett</b>	Mental Health Tech / Teacher	Both
<b>Lisa Homchenko</b>	Mental Health Tech	Both
<b>Nicole McDuff</b>	Clinician	Both
<b>Mary Johnson</b>	School Board/Erie Co. Health Dept.	Health and Safety Plan Development

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

- 1. Staff will utilize guideline recommendations from Local Health Department, PA Department of Health and CDC. Deep cleaning of the school took place during Covid-19 Shutdown ordered by Governor Wolf. All surfaces will be adequately cleaned within an hour of student arrivals and will be cleaned after use focusing on high touch areas that will be cleaned on an hourly basis by designated staff with confirmation of cleaning occurring on a tracking / check off sheet.**
- 2. Supplies will be available in school building in designated locations with log that will be used to track and maintain a cleaning schedule. Material data sheet will be available with cleaning supplies and/or in a binder in the office. Cleaning supplies will be obtained using a balance of effectiveness of cleaning and disinfecting areas/ surfaces to reduce/ prevent the spread of Covid-19 and other communicable diseases with the least toxic amounts to maintain the safety of staff and students in the case of ingestion by either. Cleaning supplies will be checked daily and back up supplies will be ordered when current supplies are approaching half use to ensure proper time to acquire new supplies for use before current supplies run out.**
- 3. Cleaning will take place with all staff being available and properly trained to provide adequate cleaning procedures and safety. Utilization of social distancing and proper PPE during cleaning will be used to ensure safety. The school will coordinate with their HVAC and Maintenance Organizations to ensure that frequent inspection, cleaning and replacement of filters on equipment takes place to ensure safety. The school will also utilize where feasible and not causing a safety risk having windows open to allow for the circulation of fresh air into the building. The school will**

also allow for additional flow of fresh air by opening the east and west doors to the completely enclosed courtyard area to introduce fresh air into the building.

4. Cleaning will take place as indicated about with an initial deep cleaning of the building before programs will start.
5. A) Designated staff will utilize non-toxic cleaning supplies while wearing the appropriate PPE (Mask, Face Shields or Safety Glasses and Gloves).  
  
B) Cleaning will be occurring thoroughly at the end of each school day.  
  
C) The following morning, designated staff will arrive and do follow up clean and sanitation of high touch areas prior to the arrival of students.  
  
D) Those high touch areas will be cleaned on an hourly basis and tracked on cleaning log by designated staff.  
  
E) Classroom teachers and other educational support staff will wipe down student desks throughout the day as needed to ensure safety of all present.
6. All stakeholders and school staff will be trained in proper procedures through an in house orientation that will occur one week prior to the start of the school year. The training will be ongoing to ensure that staff are complying with protocols and do not become complacent. Preparedness will be measured by spot checks and direct observations of staff following proper procedures and precautions to ensure their and others safety. Additionally, a limited number of older more mature high school students might also be trained for cleaning and safety purposes.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>In red, all buildings are closed. In yellow, please see below:</p> <ul style="list-style-type: none"> <li>- Open windows to increase air circulation in the area when possible.</li> <li>-All high touch surfaces, restrooms and community areas will be cleaned every hour using disinfectant.</li> <li>-Nightly cleaning</li> <li>-Disinfectant Wipes and hand sanitizer will be provided to each classroom for daily use.</li> <li>-Daily review cleaning logs and inspect buildings.</li> <li>-.</li> </ul>	<p>-Open windows /Door Courtyard</p> <p>Teachers will be responsible for the frequent cleaning of high touch areas in their classroom and student’s desks. The cleaning of high touch areas in the classroom should occur on an hourly basis. Floors and windows will be cleaned in the evening by janitorial staff for a more in depth cleaning.</p> <p>-Disinfectant Wipes and hand sanitizer will be provided to each classroom for daily use.</p> <p>-Assigned staff will be responsible to clean and disinfect restrooms check paper towel and soap supplies on an hourly basis throughout the school day.</p> <p>-Non educational staff members will be assigned areas of the school near their designated rooms and will be responsible for the wiping down or high touch surfaces as door handles and light switches.</p> <p>-If transportation (school vans) will be cleaned down prior to the pickup of students and after all students are dropped off. (Van usage is limited during school year since transportation is provided by school districts).</p> <p>-Daily Review of cleaning logs.</p>	<p>Coordinator and designated / assigned staff member</p> <p>School Custodial staff and staff supervisor</p>	<p>-PPE (Mask, Disposable Gloves)</p> <p>-Approved cleaning supplies, paper towels and trash cans in each room.</p> <p>- Disinfectant wipes</p> <p>-Disinfectant</p> <p>-Hand sanitizer</p> <p>-Bathroom liquid hand soap from dispenser</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	<p>In red, the school will be closed.</p> <p>In yellow, all measures to disinfect and sanitize all surface areas multiple times daily will be instituted. Ventilation will be monitored and adjusted as needed.</p>	<p>Custodial staff will do cleaning at the end of the day that will include wiping off of surfaces, mopping of floors, deep cleaning of restrooms, vacuuming, removal of trash from the building</p> <p>Windows will be open when weather conditions and safety permits. Additionally, East and West doors to enclosed courtyard will be opened to allow for additional fresh air flow into the building. This also will be subject to weather conditions</p>	<p>Coordinator / Administration</p> <p>Custodial staff supervisor</p>	<p>Broom dust pan mop and mop bucket</p> <p>Wet surface warning sign</p> <p>Designated cleaner for floors</p> <p>Cleaners for surfaces Disinfectants Disinfectant Wipes Hand Sanitizer</p> <p>PPE</p>	Y

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

1. Classroom space is going to be arranged by teachers to allow for social distancing with all desks spaced 6 feet apart and facing the same directions per CDC school reopening guidelines (unless a physical barrier is used). All unnecessary furniture and materials will be removed from the room into a designated storage area to increase space available for social distancing.
2. If a situation arises where social distancing cannot occur, we will have physical barriers to protect staff and students. However, every attempt will be made to limit classroom size to 14 total persons including educational staff.
3. Communal spaces will be utilized by scheduled use with limited time frames to reduce the number of students and allow for proper cleaning and disinfection of spaces and time between groups. Staggered hall usage will also allow for limited interactions between classrooms so multiple classrooms will not be in transition at the same time. Students will use designated outdoor spaces that will have signage again as reminders and guides to support students and staff.
4. Regularly scheduled restroom / hygiene breaks will be built into the student schedule in addition to a reduced independent use times (allowing only one student out of the room at a time). Students will be encouraged to wash hands with soap and water for at least 20 seconds between locations/ during transitions and before and after meals. This will also occur upon arrival to school and prior to breakfast and lunch.
5. Transportation will take place in collaboration with partner school districts as CCDS is an APS school and home school districts provide transportation to many of our students. Students will be required to wear masks on their transportation and as they come into the building. Arriving students will have temperature taken by hand scanner or will be subject to walk through metal detector and thermal scanner device. Students who arrive by private transportation will have to have temperature taken upon arrival and once they pass the check their driver will be able to leave.

\*\*\*\* LATE Arrivals students will also be subject to temperature check and drivers do not need to accompany them into the building but will walk the student to the door and provide their first and last name over the intercom along with a current working number. This will occur to reduce unnecessary individuals into the school building.

6. Visitor Policy – Before entering the building visitors will be met with several expectations. They are as follows:
  - a. Ask if they are experiencing a cough, fever, shortness of breath or any other symptoms.
  - b. All visitors entering the building will be required to wear a face mask

**c. Temperature taken.**

- 7. No variation of social distancing between age groups aside from utilization of developmentally appropriate language and training to support students to socially distance. Signage in the hallways and the classrooms may vary based on age to ensure that they are understandable to students. Infographics will be more heavily relied upon for the younger elementary students.**
  
- 8. All stakeholders and school staff will be trained in proper procedures through an in-house orientation that will occur one week prior to the start of the school year. The training will be ongoing to ensure that staff are complying with protocols and do not become complacent. Preparedness will be measured by spot checks and direct observations of staff following proper procedures and precautions to ensure their and others safety.**

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>In red, we are closed and all learning will take place remotely.</p> <p>In yellow, elementary and middle school and High School will explore an A/B Day schedule. Elementary will likely be in the building more and middle and high school will rotate days and/or distance learning.</p> <p>Social distancing requirements will be in place.</p>	<p>Open spaces and all community spaces will have six foot / social distancing markers on the floors as a guide. Signage will be throughout the building with visual representations and reminders for all in the building.</p> <p>Staff will maintain MASK usage at all times until lifted by the governor.</p> <p>Mask usage will adhere to the Governors mask mandate issued on July 1, 2020.</p> <p>MASK usage will occur with students during transitions and in cases where social distancing is no feasible.</p>	<p>Coordinator /  Classroom Teacher and Educational support staff  Administration</p>	<p>Room arrangement to maximize distance between students -assigned seating for all areas, all day -seats facing in same direction to maximum extent possible -altered schedule for yellow communicated to families/staff -notification to keep families/staff informed of phase expectations</p> <p>Floor markers/ tape</p> <p>Signage</p> <p>Clear Barriers heavy duty clear plastic / Plexiglas?</p>	<p>Y</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<p>In red, buildings are closed. In yellow, 1-5 will eat breakfast and lunch in their classrooms with no transitions if a staggered schedule is not possible. Grades 6-8 and High School will eat on a staggered breakfast &amp; lunch schedule in their classrooms when possible, and in alternate locations to the cafeteria. A shortened day may be required under yellow.</p>	<p>In green, students in grades 1-5 will eat in their classrooms whenever possible or a staggered lunch. While grades 6-12, will be assigned seats and social distanced to eat in the cafeteria or altered larger group areas of the buildings.</p>	<p>School Administration / Teachers</p>	<p>-additional tables for seating -face shields for food service staff?</p> <p>-additional large areas (example: gym) may be used to further separate students</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>In red, school is closed and students will practice hygiene in their homes. In yellow, CDC posters will be hung, proper hygiene lessons and messages will run in the buildings and be shared in classroom setting. Teachers and Clinical staff and administration will conduct age appropriate lessons for all staff and students.</p> <p>Regularly scheduled restroom / hygiene breaks will be built into the student schedule. There also be a reduction in the independent use times allowing only one student out of the room at a time.</p> <p>Students will be encouraged to wash hands with soap and water for at least 20 seconds between locations/ during transitions and before and after meals as much as possible. When it is not possible they will use sanitizer at one of the stations. This will also occur upon arrival to school and prior to breakfast and lunch.</p>	<p>In Green Signs will also be displayed around building to encourage practice of good hygiene</p> <p>Lessons will take place to teach and encourage proper hygiene and hand washing.</p> <p>Regularly scheduled restroom / hygiene breaks will be built into the student schedule in addition to a reduced independent use times (allowing only one student out of the room at a time). Students will be encouraged to wash hands with soap and water for at least 20 seconds between locations/ during transitions and before and after meals as much as possible.</p> <p>When it is not possible they will use sanitizer at one of the stations. This will also occur upon arrival to school and prior to breakfast and lunch.</p>	<p>Teachers / All educations staff</p>	<p>Sinks in restrooms, Soap, Water, Disposable Paper towels, trash cans.</p> <p>Teacher tracking / schedule check off?</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>In red, we are closed but posters will be visible. In yellow, posters will be hung and referenced regularly throughout the day in the building and in each classroom.</p>	<p>In the green Laminated Signage will be maintained throughout the facility in all hallways community spaces, offices, restrooms, kitchen areas and classrooms. Signage will be in place before students arrive and will be inspected during walk through cleanings and will be replaced should any be removed or damaged. A list will be maintained for the locations and types of signs throughout the building.</p>	<p>Teachers/ All educators staff  COVID Team</p>	<p>Signage CDC and other Sources  Laminator  Cleaner  Painters tape or other way to hang signage</p>	<p>Y</p>
<p><b>* Identifying and restricting non-essential visitors and volunteers</b></p>	<p>In red, all buildings are closed and no visitors or personnel will be on site. In yellow, the building is closed to all visitors. Meetings will be handled remotely.</p>	<p>SEE VISITOR AND MASK POLICY FOR SPECIFIC DETAILS.</p> <p>ALL Visitors will be subject to pre-entry questionnaire and pass a temperature check to gain access to the building.</p> <p>In green, our visitors will be very limited. All meetings will be held remotely to the maximum extent feasible. In the event visitors are necessary, social distancing expectations will be expected. If visitors are necessary, they will be masked.</p>	<p>Coordinator/ Administration/ Office Manager</p>	<p>Signs Disposable masks Non touch thermal thermometer</p> <p>Letter explaining procedures sent home to parents in advance of the return to school -Notification to faculty and staff -Notification sent to other agencies and providers of visitor policy</p> <p>-Policy and procedures put on school website</p>	<p>N</p>

<p><b>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p>	<p>In red, all school activities are canceled as school will be closed</p> <p>In yellow, all school and outside activities are canceled, which includes recess. PE classes will not run under the yellow phase. Alternative individualized activities will be encouraged such as an exercise log. Students and staff assigned to PE classes will complete online work which is done remotely. No field trips will run in yellow.</p>	<p>All activities need to be evaluated based on a high risk to low risk continuum. Activities that are low risk will be highly encouraged as they promote social distancing. Recess should occur on a staged basis with only one class using an area at a time to maintain social distances and limiting potential infection or spread to one class.</p> <p>Keeping groups apart and promoting social distancing will be essential. Students will need to wash hands before and after recess this will reduce the potential spread of COVID 19.</p> <p>Individual activities are strongly encouraged as team sports and other activities with shared equipment increases the chances for infection and spread.</p> <p>When possible students should have their own individual equipment that is not shared and that is disinfected after it is used. For example, doing drills for basketball.</p> <p>Marking and signage to promote social distancing and hygiene will be placed in the gym and outside recreational areas (when feasible). The use of cones in the outside is beneficial to help staff and students promote social distancing practices.</p>	<p>Coordinator</p> <p>School Administration</p> <p>Mr. Jones</p> <p>Teachers</p>	<p>Disinfecting cleaners</p> <p>Soap water disposable paper towels</p> <p>Cones</p> <p>Extra equipment as needed.</p>	<p>N</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Limiting the sharing of materials among students</b>	<p>In red school is closed and all materials are online or individual packets available for drop off.</p> <p>In yellow, no materials will be shared when attending. No cubby spaces and lockers will be used.</p>	<p>Students will have their own supply boxes that only the will use and activities will be limited to reduce any communal supplies.</p>	<p>Classroom Teachers and educational support/  Clinicians</p>	<p>Individual supply boxes or small totes</p> <p>-purchase additional materials as needed to ensure students do not need to share</p>	Y
<b>Staggering the use of communal spaces and hallways</b>	<p>In red school is closed.</p> <p>In yellow, marked traffic patterns will be utilized in school to eliminate passing and students will work in their homerooms for the day with teachers traveling to varied rooms as needed. This will include the specials teachers conducting their lessons in the students' homeroom</p>	<p>In green, buildings will have clearly marked traffic patterns throughout the hallways in order to keep student interactions and passing minimized. Staff will be monitoring hallway and communal spaces for proper social distancing best practices.</p> <p>There will be staggered dismissal times for any specials allowing for time between groups for disinfecting and to only ensure one group out of their rooms at one time.</p>	Administration / All School Staff	<p>Signage in halls to promote safety social distancing and proper hand hygiene.</p> <p>Floor markings to provide visuals for social distancing</p>	Y

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Adjusting transportation schedules and practices to create social distance between students</b>	<p>In red school is closed and no transportation is required.</p> <p>All CCDS Students will be required to wear a mask during their transportation to school unless coming by private car</p> <p>In yellow, buses will load and dismiss one by one to limit student interactions. CCDS students and staff will follow home school transportations protocols.</p>	<p>Transportation will be handled by individual school districts as the school does not handle transportation unless for special school related events or summer programming.</p> <p>Masks will be required during transportation and upon student arrival into the building. Students will come from the bus one at a time single file. They will be encouraged to maintain social distancing by following the designated marks on the side walk.</p>	<p>School Administration in collaborations with local school districts providing transportation.</p>	<p>Walk through or hand held thermal scanner for temperatures</p> <p>Communication home to parents about self-transporting and masking</p>	<p>Y</p>
<b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b>	<p>In red the school is closed.</p> <p>In yellow, students will attend on a staggered basis.</p> <p>By limiting the number of students attending, daily interaction will be much less. Students will not transition throughout the day which will also limit student interaction.</p>	<p>Students are not to go to other classrooms without their entire class or teacher and only at assigned times.</p> <p>Movement of students limited to scheduled hygiene breaks and limited needed independent hygiene breaks.</p> <p>No assemblies will be held to limit large group gatherings.</p>	<p>Coordinator/ Classroom teacher Educational support staff</p>	<p>Designated schedule (Carrie?)</p> <p>Signage</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	DOES NOT APPLY TO CCDS	N/A no childcare  School transportation handled by home school district.	N/A	N/A	N/A
<b>Other social distancing and safety practices</b>	In red school is closed.  In yellow, we will utilize the CDC and DOH guidelines to the maximum extent feasible at all times.	Reminders and refreshers during morning meetings. Visitor policy limiting any unnecessary visitors or staff in the building.  In green utilize the CDC and DOH guidelines to the maximum extent feasible. We will also post educational signage in all buildings.	Coordinator / School Administration	Signage  Safety Videos	N

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **Summary of Responses to Key Questions:**

**1). Upon arrival at school students and staff will have their temperatures taken before entering the building at CCDS. Classroom teachers and other school staff will do check-ins with students to monitor for COVID-19 symptoms. Coordinator and other administration will do check-in and daily monitoring of staff.**

**2). Students who are sick will not be allowed in the building and parents/guardians will be required to keep them home. Should a student become ill during the day he or she will be removed from the classroom or group setting. The student will be taken to the office for a temperature check and placed in a designated waiting area away from others while a parent or guardian is called to come pick them up.**

**3.) When CCDS is notified that a student/staff is confirmed positive for COVID-19 there will be a minimum 1-day shutdown for deep cleaning and notification of all parents and partner organizations such as referring school districts. School policy will be to cooperate with all guidance provided by the health department.**

**4). Coordinator and Administration – Coordination will be done by school administration and the CRRP (COVID Rapid Response Team)**

**5). Staff and students will have to complete the 14-day quarantine/isolation period, be symptom and fever free for three days without the use of a fever suppressant and will be required to have documented clearance to return from the local**

health department. Medical clearance from their PCP before they are allowed back into the building or to interact with other staff or students.

6). School staff will talk to families and utilize a school symptom screening tool as recommended by the Department of Education. Parental choice for the student’s safe return will be explored and if they do not feel safe CCDS will develop a modified distance learning and services program.

7). Parent/guardian and transportation will be notified ASAP of any changes in status or exposure to a COVID positive student or staff member. Parents or guardian will be notified promptly.

8). All stakeholders and school staff will be trained in proper procedures through an in-house orientation that will occur one week prior to the start of the school year. The training will be ongoing to ensure that staff are complying with protocols and do not become complacent. Preparedness will be measured by spot checks and direct observations of staff activity to ensure they are following proper health and safety procedures and taking precautions to safe guard theirs and others health and safety.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* <b>Monitoring students and staff for symptoms and history of exposure</b>	In the red, school will be closed. In yellow, students and staff will self-screen/parent screen at home. Temperature check and symptom questioning will also occur at school.	Questionnaire and intake survey prior to attendance  In green, staff and students will self-screen/parent screen prior to reporting to school. All staff and students will be scanned for a fever of 100.4 degrees or higher upon entrance.	Coordinator  Assigned staff  Teachers  Administration	Questionnaire and intake survey.	Y

<p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>In red, school will be closed. In yellow, students/parents and staff will be self-screening prior to coming to school. All staff and students will be temp checked prior to entering the building. Temperature check and symptom (screening) will also occur at school.</p> <p>Isolation/quarantine will occur if anyone is symptomatic. The individual will be sent home and remain home until cleared to safely return to school by a medical professional.</p>	<p>In Green, students (who are sick or demonstrate a history of exposure) will not be allowed in the building and parents/guardians will be requested to keep them home. Should a student become ill during the day, they he/she will be removed from the classroom or group setting. The student will be taken to the office for a temperature check and placed in a designated waiting area (quarantine room) away from others while a parent or guardian is called to come pick them up. They will remain in this isolation area away from others until leaving the building. The individual will be sent home and remain home until cleared to safely return to school by a medical professional.</p> <p>All areas the student may have been in contact with need to be closed off, cleaned and disinfected.</p> <p>Staff (who are sick or demonstrate a history of exposure) will not be allowed into the building. Should a staff member become ill during the day, he/she will be required to leave the building immediately if unable to do so on their own an emergency contact will be called to come pick them up. The staff member will wait in the quarantine room and all areas will be closed off until cleaned and disinfected.</p>	<p>School Administration/ Coordinator</p> <p>Human Resources</p>	<p>Sick staff sick student Policy</p> <p>Quarantine area identified.</p> <p>Contact parents about updating contact information and emergency contacts</p> <p>Communication to parents about the requirement (school policy)to pick up students if contacted</p>	<p>Y</p>
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Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>In red, the school will be closed.</p> <p>In yellow, we will shift to remote learning if a staff member tests positive for COVID 19. The staff member may return after the 14-day isolation or quarantine.</p>	<p>All individuals are encouraged to follow up with their PCP and follow recommended guidance</p> <p>In green, we will log students and staff who present as positive or are contact traced to a positive case. We will follow the DOH guidelines for the 24-hour closure of the area where the case was in the building, isolation/quarantine requirements and the DOH return to work/school expectations.</p> <p>Staff and students will have to complete the 14 quarantine / isolation period, be symptom and fever free for three days without the use of a fever suppressant. The individuals are required to have documentation from Department of Health that they can return.</p>	<p>Coordinator / School Administration</p>	<p>Note from PCP stating able to return</p> <p>DOH release to work notification required</p> <p>Log sheet developed to track student and staff exposure through contract tracing</p> <p>-education will be provided online during the 14-day quarantine for students/</p>	<p>Y</p>
<p><b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b></p>	<p>In red, the school will be closed.</p> <p>In yellow, we will notify the individuals who have been contract traced by phone and share 14-day expectation. We will share via letter the notification to the employees as required, and notify parents/students/community as required.</p>	<p>In green, we will notify all required parties via a letter, mass notification or other form of communication</p>	<p>Coordinator Administration Office Manager</p>	<p>Letter drafted and sent as needed at Administration direction and discretion.</p> <p>tracking system in place for student and staff exposures</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Other monitoring and screening practices</b>	<p>In red, the school will be closed.</p> <p>In yellow, we will adhere to all DOH requirements.</p> <p>See also actions under green phase.</p>	<p>Upon arrival, all staff and students will be subject to a temperature check daily. Should the need for van transportation arise students will have their temperatures taken (and screened for symptoms – using screening tool). Classroom teachers and other school staff will do check-ins with students to monitor for symptoms throughout the day.</p>	<p>Coordinator / Administration</p> <p>Classroom teachers</p>	<p>Thermal hand held scanner.</p> <p>Symptom checklist.</p>	Y

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

### Summary of Responses to Key Questions:

1. **CCDS will adhere to the guidance provided by the state of Pennsylvania related to the use of Masks and other face covering in, on and around the school campus. On July 1, 2020, the secretary of health issued an Order requiring all individuals to wear face coverings when they leave their homes. This order applies to all individuals aged two and older whenever outside the home, including while in school entities, including public and private K-12 Schools, brick and mortar. The order remains in effect until the Secretary of Health determines the public health risk is sufficiently reduced so that face coverings are no longer necessary as a widely utilized public health tool. Face covering is**

defined as a covering that goes over the mouth and nose with both covered at the same time. It can be made of synthetic materials it can be factory produced or made out of cloth or cotton.

- A) Face coverings such as masks or face shields must be worn by all non-students, both staff and visitors (including parents/guardians), while on school property, including during student pick up and drop off.
  - B) Individuals must wear a face covering (mask or shield) unless they have a medical or mental health condition or disability, DOCUMENTED in accordance with the Americans with Disabilities Act, that precludes the wearing of the covering in school.
  - C) Face coverings may be removed to eat or drink during breakfast and lunch periods; however social distancing must be practiced.
  - D) All Students must wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school and while outside when physical distancing is not feasible.
  - E) Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, DOCUMENTED in accordance with Section 504 of Rehabilitation Act of IDEA, that precludes the wearing of a face covering in school. If a student has a waiver for a mask, a face shield should be used instead if possible.
  - F) Students may remove mask or face covering to eat or drink when spaced at least 6 feet apart; engaged in an activity at least 6 feet apart from any other individual.
2. Modified work schedule to reduce staff exposures and hybrid of in-person and distance learning developed on an individualized basis based on their risk and Special Education Status.
  3. Staff will cross trained and supplemental staff trained of school procedures and protocols prior to their engagement with students.
  4. CCDS will work with all LEAs to accommodate student's educational and emotional needs.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>In red, the school is closed.</p> <p>In yellow, students and staff at higher risk will work remotely from home to avoid exposure. Individuals plans will be discussed and developed with administration, guardians and medical professionals working with the family or staff.</p>	<p>In green staff and students are requested to provide proper documentation of a medical condition which necessitates consideration. Additional hand sanitizing and cleaning protocols will be implemented as needed.</p> <p>All staff, students and visitors to the school property will be required to adhere to the July 1, 2020 guidance from the PA Secretary of health requiring the use of a properly worn mask or face shield; and have their temperature taken prior to entering the building.</p>	<p>Administration Coordinator</p> <p>Teachers</p> <p>Educational support staff</p>	<p>Student health questionnaire</p> <p>Parent/guardian needs to notify the school if their child has any conditions associated with a risk of severe infection to facilitate individualized planning or additional safety</p> <p>Parents complete medical treatment and condition information prior to return date</p>	
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>In red, the school will be closed.</p> <p>In yellow, all staff and students will be required to wear masks. Those with documented mask waivers are encouraged to use a face shield.</p>	<p>All staff members, school personnel and visitors will be required to wear a mask in accordance with the July 1, 2020 order from the PA Secretary of Health (See Visitor and Mask Policy --- proposed draft)</p> <p>In green, students and staff will be required bring a mask to school every day. Masking is required when in common areas, during transition times and when working within less than 6 feet proximity of other students or staff. Masking is also required during transportation.</p>	<p>School Administration and Coordinator</p>	<p>Policy</p> <p>Copy of PA Secretary of Health Mask Order</p> <p>Signage</p> <p>Staff and students are expected to bring a mask with them daily -extra masks will be made available</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>In red, the school will be closed.</p> <p>In yellow, all staff and students must wear masks (including facial shields).</p>	<p>When social distancing is not feasible or possible then the use of masks for students must occur. An example of this is students (who are riding on the school bus or van) must have a mask or face covering properly worn on their face and nose.</p> <p>Students transitioning in the hallways or between classes or going to the restroom must have a mask or proper face covering.</p> <p><b>*** LIMITATIONS / EXEPTIONS:</b>  Individuals with chronic health issues that a mask or face covering will negatively impact their health or wellbeing. Individual may be encouraged prior to the start of the school year collaborate with their PCP so that documentation can be provided to the school (Documented as stated by the PA Secretary of Health Mask Order). In this instance a plastic face shield is then encouraged</p> <p>Individuals with significant difficulties or disabilities that the wearing of masks would have a negative impact on them. For example, those who are claustrophobic, have sensory issues including Autism Spectrum (Documented Exclusion)</p>	<p>School Administration / Coordinator</p> <p>All building staff</p>	<p>Signage</p> <p>Visitor and Mask Policy</p> <p>Staff and students are expected to bring a mask with them daily -extra masks will be made available</p>	<p>Y</p>

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Unique safety protocols for students with complex needs or other vulnerable individuals</b>	<p>In red, school is closed.</p> <p>In yellow, students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the administration and clinical staff to address their unique and individualized needs.</p>	<p>In green, students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the administration and clinical staff to address each students unique and individualized needs.</p> <p>Ex) Autistic student or sensory issues breathing issues claustrophobics</p>	<p>School Administration school nursing?</p>	<p>Documentation from PCP in individual student files / health record.</p> <p>communication to staff and families about the procedures for these students and devising individual plans</p>	<p>Y</p>
<b>Strategic deployment of staff</b>	<p>In red, the school is closed. Some staff may play essential roles to meet student needs during this time such as delivery of supplies or assignments.</p> <p>In yellow, staff who are reporting to work may be assigned as needed to the maximum extent feasible in order to meet the essential needs of the school</p>	<p>In green, staff who are reporting to work may be assigned as needed to the maximum extent feasible in order to meet the essential needs of the school</p>	<p>Administration</p>	<p>NA</p>	<p>Y</p>

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>Contract Tracing</b>	Coordinator	Coordinator	Virtual	John Hopkins Course Site	6/15/2020	6/20/2020
<b>Erie Co Health Department Best Practices and Guidance</b>	Coordinator Principals Executive Director	Erie Co Health Department Various Staff	Virtual	Erie Co Health Department	7/29/2020	7/29/2020
<b>Erie Co Health Department COVID 19 facts and limiting disease spread</b>	Coordinator Principals Executive Director	Erie Co Health Department Various Staff	Virtual	Erie Co Health Department	7/29/2020	7/29/2020
<b>Hygiene Training</b>	Staff and students	Coordinator / Teachers	In-Person	Videos for elementary Students: <a href="https://youtu.be/qJG72sycQB8">https://youtu.be/qJG72sycQB8</a> or <a href="https://youtu.be/T98ggC-yanU">https://youtu.be/T98ggC-yanU</a> Older students and adults: <a href="https://youtu.be/LdQuPGVcceg">https://youtu.be/LdQuPGVcceg</a> <a href="https://youtu.be/eZw4Ga3jg3E">https://youtu.be/eZw4Ga3jg3E</a>	8/24/2020	Ongoing as needed

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
<b>COVID 19 Training</b>	All Staff	Coordinator / Administration	In-Person/ virtual	Handouts and Videos	8/24/2020	Ongoing as needed
<b>Safe Cleaning Procedures</b>	All Staff	Coordinator / Administration	In-Person Video	Handouts and videos	8/24/2020	Ongoing as needed
<b>Distance Learning</b>	School staff a	Administration / outside trainer	Video and in-person	In house training virtual videos	8/03/2020	Ongoing as needed
<b>Staff Health and Self-Care</b>	All Staff	Coordinator / Administration	In-Person	Handouts video discussion	8/24/2020	Ongoing as needed
<b>HIPPA Training</b>	All Staff	Administration	In-Person	Handouts	8/24/2020	Ongoing as needed
<b>Social Distancing</b>	Staff and Students	Coordinator and Administration Teachers	In-Person	Elementary: <a href="https://youtu.be/KXUT62G-IcU">https://youtu.be/KXUT62G-IcU</a> <a href="https://youtu.be/8ldNV_QmxQ">https://youtu.be/ 8ldNV_QmxQ</a> Older students: <a href="https://youtu.be/4ex4H6n_s7w">https://youtu.be/4ex4H6n_s7w</a> Adults: <a href="https://youtu.be/oLsRhNBRJeM">https://youtu.be/oLsRhNBRJeM</a>	8/24/2020	Ongoing as needed
<b>Masks</b>	All Staff and Students	Coordinator and administration	In-Person	<a href="https://www.nbcchicago.com/top-videos-home/how-to-wear-a-face-mask-properly/2262503/">https://www.nbcchicago.com/top-videos-home/how-to-wear-a-face-mask-properly/2262503/</a> Elementary students: <a href="https://youtu.be/ggqtXTuhJek">https://youtu.be/ggqtXTuhJek</a>		Ongoing as needed

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
<b>School Policies</b>	Parents	Administration	Letter sent out and posted on website		
<b>Infection and Shutdown</b>	Parents	Administration	Letter sent out and posted on website		
<b>Modified / online learning</b>	Parents	Administration designated staff	Letter sent out and posted on website		
<b>Reintegration after illness</b>	Parents	Administration	Letter sent out and posted on website		
<b>Explore a FAQ on school website with COVID 19 Information</b>	Parents	Administration	On website		
<b>Letter to partner agencies and other service providers on policies related to services and masks</b>	Community Social Service Agencies	Administration	Letter send to known partners and posted on Website		

## Health and Safety Plan Summary: **Community Country Day School**

Anticipated Launch Date: **8/31/2020**

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>Windows will be opened to increase air flow when feasible. East and west court yard doors open when feasible</p> <ul style="list-style-type: none"> <li>-High touch surfaces will be cleaned on a regular basis</li> <li>-Nightly the entire building/van will be disinfected EPA approved disinfectant.</li> <li>- Drinking fountains will not be utilized instead each student will have own water bottle.</li> </ul>

### Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p>	<p>Classrooms will be arranged to allow for maximum distance between students and staff. Partitions/barriers will be used to increase safety and separation of students and staff from one another.</p>
<p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p>	<ul style="list-style-type: none"> <li>-ongoing reminders and encouragement regarding social distancing (including posters and signs)</li> <li>-elementary students will eat in classrooms, cafeterias with maximum distancing between tables adhering to 6-foot physical distancing and use of additional spaces (such as an auxiliary gym) and physical barriers to maintain safety.</li> </ul>
<p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p>	
<p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>CDC/PADOH posters displayed to remind staff and students about proper handwashing/hygiene</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>Recess will resume with the encouragement of individualized activities. PE classes will resume face to face with no limited shared equipment and utilizing sporting activities that are low risk. Equipment will be disinfected between class periods.</p> <p>-students will be provided with personal materials to the greatest extent possible.</p> <p>-if materials are shared, staff will ensure proper sanitization</p> <p>- Buildings will have clearly marked traffic patterns throughout the hallways to keep student interactions and passing minimized.</p> <p>-Staff will be monitoring hallway and communal spaces for proper social distancing best practices.</p> <p>- in yellow, transportation during the school year is provided by the student's home school district and students will adhere to their guidance.</p> <p>- Classroom will be limited to no more than 14 individuals (students and staff total) or the number that can be safely maintained in the room with the use of social distancing and protective physical barriers when 6-foot physical distancing cannot be maintained</p> <p>- Classrooms will not interact with each other utilized a pod approach to reduce potential spread and to promote physical distancing.</p> <p>- No Childcare coordination / N/A does not apply</p>

## Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p><b>* Returning isolated or quarantined staff, students, or visitors to school</b></p>	<p>Staff and students will self-screen prior to reporting to school. All staff and students will be scanned for a fever of 100.4 degrees or higher upon entrance.</p> <p>Staff and students will also be temp checked if symptoms appear while at school. Staff will randomly be temp checked as well. The school will track students' history of exposure and the</p> <ul style="list-style-type: none"> <li>-thermal scanners will be utilized at the entrance</li> <li>-handheld thermometers for office</li> <li>-tracking sheet developed for staff and students</li> <li>-checklists provided to parents and staff to facilitate at home parent screening (students) or self-screening (staff)</li> <li>-isolation and quarantining areas will be established (separate from the regular nursing office or office) for staff and students who are symptomatic. These areas will be closed until students are picked up by a parent/guardian</li> <li>- In yellow, we will shift to remote learning if a staff member is positive. (This applies to students that had direct contact with the staff member) They may return after the 14-day isolation or quarantine</li> <li>-In green, we will log students and staff who present as positive or are contact traced to a positive case. We will follow the DOH guidelines for the 24-hour closure of the building for a deep cleaning. School administration will follow DOH isolation/quarantine recommendations /requirements and the DOH return to work/school expectations.</li> <li>- In yellow, we will notify the individuals who have been contract traced by phone and share 14-day expectation. This will be done in collaboration with the Local Health Department. We will share via letter the notification to the employees as required, and notify parents/students/community as required</li> <li>- In green, we will notify all required parties (Parents, teachers, students, partner agencies, outside providers) via a letter, mass media or other designated communication utilized by the administration.</li> </ul>
<p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p>	

## Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting students and staff at higher risk for severe illness</b></p>	<p>In yellow, students and staff at higher risk will work remotely from home to avoid exposure as deemed necessary and appropriate by the administration</p>
<p><b>* Use of face coverings (masks or face shields) by all staff</b></p>	<p>-In green, staff and students should provide proper documentation of a medical condition which necessitates consideration.</p>
<p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p>	<p>Additional hand sanitizing and cleaning protocols will be implemented as needed</p>
<p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p>	<p>- In yellow, all staff and students are required to wear masks (including facial shields) in guidance with the PA Secretary of Health Mask Order on July 1, 2020.</p> <p>-In green, masking of staff and students is required in guidance with the PA Secretary of Health Mask Order on July 1, 2020. Masks are required during transitions, use of common areas and when social distancing cannot be maintained inside or outside the building.</p> <p>Students and staff should bring a fresh or cleaned mask to school every day. These masks should be school appropriate with acceptable messaging and visuals. Masking is expected when in common areas and when working within close proximity of other students or staff. Masking is required for transportation purposes</p>
<p><b>Strategic deployment of staff</b></p>	<p>-In yellow, students with complex medical, social/emotional or academic needs will be addressed on an individual basis through the administration and clinical staff to address their unique and individualized needs.</p>
	<p>- In green, students with complex medical, social/emotional or academic needs will be addressed on an individual basis</p>

Requirement(s)	Strategies, Policies and Procedures
	through the administration and clinical staff to address their unique and individualized needs.

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Community Country Day School** reviewed and approved the Phased School Reopening Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

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*(Signature\* of Board President)*

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.